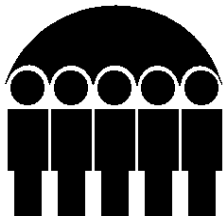


Revised March 1, 2004

Employees' Manual
Title 24
Chapter C Appendix

PHYSICAL QUARTERS

APPENDIX



Iowa
Department
of
Human Services

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Office Space Standards

General Services Enterprise has issued guidelines in the amount of office space that should be allowed for each employee. These standards assume use of modular style furnishings. Note that these guidelines are minimums and may be adjusted as necessary to meet specific needs.

These standards are reflected in the *Space Allocation* form, also provided by General Services Enterprise. This document is available in electronic format on the DHS Enterprise Network, Hoover3s1/Support.771/Leases.

**GENERAL SERVICES ENTERPRISE
OFFICE SPACE STANDARDS**

February 9, 1998

1. **Department Director**
Gubernatorial appointed director of an executive branch state department
Full-time employee
300-square-foot office*
Floor-to-ceiling office walls
2. **Gubernatorial Appointee**
Gubernatorial appointee to a state agency other than a department director
Full-time employee
160-square-foot office*
80" systems furniture
3. **Division Administrator**
Department director appointed to administrate a department division
Full-time employee
140-square-foot office*
80" systems furniture
4. **Bureau Chief**
Division administrator appointed to administrate a division bureau
Full-time employee
100-square-foot office*
62" systems furniture

5. **Support Personnel**
Professional/technical department support personnel
Full-time employee
Receives visitors in office area
80-square-foot office*
62" systems furniture
6. **Support Personnel**
Technical/clerical department support personnel
Full- time employee
64-square-foot office*
62" or lower systems furniture
7. **Data Entry, Field Support Office, etc.**
Data entry support personnel OR,
Field office used by multiple field personnel working out of a central office OR,
Similar use by a full-time employee
25-square-foot to 48-square- foot office*
62" or lower systems furniture

*Office square footages are approximate.

Space Allocation, Form 470-3848

Purpose	Form 470-3848 provides a method of estimating the amount of office space needed for efficient operation of an office. It is also used to document specific electrical, data, and communications requirements.
Supply	This form is not printed. It is available in electronic format on the DHS Enterprise Network, Hoover3s1/Support.771/Leases.
Completion	<p>The person responsible for leasing office space completes the form.</p> <p>Field offices and institutions may use this form internally to help identify and calculate their needs for leased space.</p>
Distribution	<p>One copy of this form must be submitted to the General Services Enterprise lease manager:</p> <ul style="list-style-type: none">◆ Before office space can be leased in the seat of government.◆ When working with the General Services Enterprise lease manager for the collocation of offices in the field.
Data	This form reflects the office space standards noted in the General Services Enterprise office space standards.

State Leased/Owned Building Access Survey, Form 470-3801

Purpose	Form 470-3801 provides information to the Department of Human Rights on the evaluation of a property with regard to compliance with the Americans with Disabilities Act.
Supply	This form is not printed. It is available in electronic format on the DHS Enterprise Network, Hoovr3s1/Support.771/Leases.
Completion	<p>The landlord or the landlord's representative should complete one copy of the form and submit it to the Department of Human Rights before a lease or sub-lease is prepared.</p> <p>Staff of the Department of Human Rights will review the completed form and may choose to visit the site. A letter either approving the site or identifying actions that must be taken to bring the site into compliance will be provided and must accompany the lease or sub-lease.</p> <p>The landlord must agree to and take action to bring the site into compliance with ADA within the timeframe specified in the ADA letter. If a timeframe is not included in the ADA letter, compliance must be within a reasonable period of time.</p>
Distribution	Fax the completed form to the Department of Human Rights, Attn: John TenPas, 515-242-6119.
Data	The form evaluates the parking, sidewalks, entrances and exits, interior circulation, restrooms, and other features of the property for compliance with ADA requirements.

State of Iowa Lease Agreement, Form 470-3798

Purpose	Form 470-3839 is completed whenever the Department leases property or office space from the owner of the property.
Supply	This form is not printed. It is available in electronic format on the DHS Enterprise Network, Hoovr3s1/Support.771/Leases.
Completion	<p>The landlord should complete and sign four original copies of the lease before submitting it to the Division of Fiscal Management in Central Office. The lease should be submitted to the Division of Fiscal Management 75 days before the beginning date of the lease.</p> <p>A current ADA approval letter must accompany the lease. The ADA letter must be dated within one year of the beginning date of the lease. Please be sure that Sections 12 and 24 of the lease contain the date of the ADA letter.</p> <p>The designee of the Division of Fiscal Management will sign the lease after approval by the State Executive Council.</p>
Distribution	<p>The Division of Fiscal Management will distribute original copies of the executed lease as follows:</p> <ul style="list-style-type: none">◆ Division of Fiscal Management lease file.◆ General Services Enterprise lease manager.◆ Field office (tenant).◆ Landlord (forwarded by the tenant).
Data	This form has been reviewed and approved by the General Services Enterprise's legal authority. Changes may be made, but will require additional legal review. Please allow more time for review and approval.

Lease Amendment (Sample), Form 470-3799

Purpose	A lease amendment is required any time there is a change to the original lease agreement, form 470-3798.
Supply	This form is not printed. It is available in electronic format on the DHS Enterprise Network, Hoovr3s1/Support.771/Leases.
Completion	<p>The landlord should complete and sign four original copies of the lease amendment before submitting it to the Division of Fiscal Management in Central Office. The amendment should be submitted to the Division of Fiscal Management 75 days before the beginning date of the amendment.</p> <p>The designee of the Division of Fiscal Management will sign the lease amendment after approval by the State Executive Council.</p>
Distribution	<p>The Division of Fiscal Management will distribute original copies of the executed amendment as follows:</p> <ul style="list-style-type: none">◆ Division of Fiscal Management lease file.◆ General Services Enterprise lease manager.◆ Field office (the tenant).◆ Landlord (forwarded by the tenant).
Data	The lease amendment shown is a sample and should be modified as necessary.

Lease Assignment (Sample), Form 470-3863

Purpose	A lease assignment is used to amend the original lease agreement, form 470-3798, whenever a landlord transfers ownership of a property leased by the Department to another entity.
Supply	This form is not printed. It is available in electronic format on the DHS Enterprise Network, Hoovr3s1/Support.771/Leases.
Completion	<p>The landlord and assignee should complete and sign four original copies of the assignment before submitting it to the Division of Fiscal Management in Central Office. The lease assignment should be submitted to the Division of Fiscal Management 75 days before the beginning date of the assignment.</p> <p>The designee of the Division of Fiscal Management will sign the document. This form does not require State Executive Council approval unless other terms of the original agreement have changed.</p>
Distribution	<p>The Division of Fiscal Management will distribute original copies of the executed assignment as follows:</p> <ul style="list-style-type: none">◆ Division of Fiscal Management lease file.◆ General Services Enterprise lease manager.◆ Field office (the tenant).◆ Landlord (forwarded by the tenant),
Data	The lease assignment shown is a sample and should be modified as necessary.

Sub-Lease (Sample), Form 470-3800

Purpose	The sub-lease agreement is prepared whenever property is leased from an entity that does not own the property but instead holds the original lease with the owner of the property. The sub-lease agreement is with the tenant who has authority to do so granted by the landlord. In this situation, the sub-lease may be limited by the terms and conditions of the original lease.
Supply	This form is not printed. It is available in electronic format on the DHS Enterprise Network, Hoovr3s1/Support.771/Leases.
Completion	<p>The landlord should complete and sign four original copies of the sub-lease before submitting it to the Division of Fiscal Management in Central Office. The sub-lease should be submitted to the Division of Fiscal Management 75 days before the beginning date of the sub-lease.</p> <p>A copy of the original lease between the original tenant and owner of the property must accompany the sub-lease. If the original lease does not grant authority to the tenant to sub-lease, a letter from the owner granting that authority must also accompany the sub-lease agreement or the owner must also sign the sub-lease agreement.</p> <p>A current ADA approval letter must accompany the sub-lease. The ADA letter must be dated within one year of the beginning date of the lease. Compliance with ADA requirements is mandatory regardless of the language in the original lease.</p> <p>The designee of the Division of Fiscal Management will sign the sub-lease after approval by the State Executive Council.</p>
Distribution	<p>The Division of Fiscal Management will distribute original copies of the executed sub-lease as follows:</p> <ul style="list-style-type: none">◆ Division of Fiscal Management lease file.◆ General Services Enterprise lease manager.◆ Field office (tenant).◆ Landlord (forwarded by the tenant.)
Data	The sub-lease shown is a sample and should be modified as necessary.

Move Checklist, Form 470-3849

Purpose	Form 470-3849 provides a reminder of things to do when conducting an office space move.
Supply	This form is not printed. It is available in electronic format on the DHS Enterprise Network, Hoovr3s1/Support.771/Leases.
Completion	The person responsible for coordination of the office move may use this form. Modify the listing as necessary. Note that every office space move is different and timeframes will vary based on specific requirements.
Distribution	None
Data	Check off items as they are completed.

Institutional Rental Property Agreement for Apartment or Room, Form 470-3796

Purpose	Form 470-3796 serves as a contract between the Department and the eligible tenant renting an apartment or room from the Department.
Supply	Supplies of this form are not being printed. Photocopy the sample form as necessary.
Completion	<p>The form is prepared by a staff member designated by the institution superintendent and signed by the eligible tenant. The agreement is prepared whenever an apartment or room is being rented for a full pay period or longer.</p> <p>Rental agreements shall not exceed beyond the state fiscal year in which they are entered. They must be renewed annually.</p>
Distribution	The minimum distribution is a copy for the eligible tenant and a copy for the institution. Institutional policies may specify a larger distribution.
Data	The form is self-explanatory.

Institutional Rental Property Agreement for Garage or Storage Unit, Form 470-3795

Purpose	Form 470-3795 serves as a contract between the Department and the eligible tenant renting a garage or storage unit from the Department.
Supply	Supplies of this form are not being printed. Photocopy the sample form as necessary.
Completion	<p>The form is prepared by a staff member designated by the institution superintendent and signed by the eligible tenant. The agreement is prepared whenever a garage or storage unit is being rented for a full pay period or longer.</p> <p>Rental agreements shall not extend beyond the state fiscal year in which they are entered. They must be renewed annually.</p>
Distribution	The minimum distribution is a copy for the eligible tenant and a copy for the institution. Institutional policies may specify a larger distribution.
Data	The form is self-explanatory.

Institutional Rental Property Agreement for House or Duplex, Form 470-2350

Purpose	Form 470-2350 serves as a contract between the Department and the eligible tenant renting a house or duplex from the Department.
Supply	Supplies of this form are not being printed. Photocopy the sample form as necessary.
Completion	<p>The form is prepared by a staff member designated by the institution superintendent and signed by the eligible tenant. The agreement is prepared whenever a house or duplex is being rented for a full pay period or longer.</p> <p>Rental agreements shall not extend beyond the state fiscal year in which they are entered. They must be renewed annually.</p>
Distribution	The minimum distribution is a copy for the eligible tenant and a copy for the institution. Institutional policies may specify a larger distribution.
Data	The form is self-explanatory.

Department Institution Lease Agreement, Form 470-3765

Purpose	Form 470-3765 serves as a contract between the Department of Human Services and an entity leasing property at an institution site.
Supply	This form is not printed. It is available in electronic format on the DHS Enterprise Network, Hoovr3s1/Support.771/Leases.
Completion	<p>A staff member designated by the institution superintendent completes the form whenever space in a Department institution is being leased to a department of state government, a county or group of counties, or a private nonprofit corporation organized under Iowa Code Chapter 504A.</p> <p>Submit the draft lease for approval by the Attorney General's Office.</p> <p>The Department director will sign the lease after the form is signed by the tenant.</p>
Distribution	<p>The contract manager in the Office of the Deputy Director for Field Operations will distribute original copies of the executed lease as follows:</p> <ul style="list-style-type: none">◆ The Office of the Deputy Director for Field Operations.◆ The institution.◆ The tenant (forwarded by the institution).
Data	The form is self-explanatory.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

March 1, 2004

GENERAL LETTER NO. 24-C-AP-3

ISSUED BY: Division of Fiscal Management
Office of the Deputy Director for Field Operations

SUBJECT: Management Manual, Title 24, Chapter C, ***PHYSICAL QUARTERS***
APPENDIX, Title page, revised; Contents (page 1), revised; pages 1 and 2,
revised; pages 3 through 13; new; and the following forms:

- 470-3848 *Space Allocation*, new
- 470-3801 *State Leased/Owned Building Access Survey*, new
- 470-3798 *State of Iowa Lease Agreement*, new
- 470-3799 *Lease Amendment* (sample), new
- 470-3863 *Lease Assignment* (sample), new
- 470-3800 *Sub-Lease* (sample), new
- 470-3849 *Move Checklist*, new
- 470-3796 *Institutional Residential Rental Property Agreement for Apartment or Room*, new
- 470-3795 *Institutional Rental Property Agreement for Garage or Storage Unit*, new
- 470-2350 *Institutional Residential Rental Property Agreement for House or Duplex*, revised
- 470-3765 *Department Institution Lease Agreement*, new

Summary

This appendix has been updated to

- ◆ Add new forms that are to be used when leasing property and setting up a new location for a Department office. Use of these forms will ensure that each employee will have the appropriate amount of office space and the space will comply with the American with Disabilities Act.
- ◆ Update and add forms used to rent property from Department institutions. Form 470-2350, *Institutional Residential Rental Agreement*, has been revised to *Institutional Rental Property Agreement for House or Duplex*. Separate forms are added for rental of a garage or storage unit and for rental of an apartment or room.
- ◆ Add a new institution lease form for use when a department or division of state government, a county or group of counties, or a private nonprofit organization leases institutional space to offer services.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Management Manual, Title 24, Chapter C Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Title page	March 24, 1981
Contents (page 1)	November 10, 1987
AE-1107	3/81
1, 2	November 10, 1987
470-2350	10/87

Additional Information

Refer questions about this general letter to your service area manager, regional administrator, institutional superintendent, or designee.